



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No: 44/15

OPEN TO: All Georgian Students

POSITION: Interns for Financial Management Office (FMO)

OPENING DATE: 19 November 2015

CLOSING DATE: 3 December 2015

WORK HOURS: Part-time, 20-30 hrs per week

LENGTH OF EMPLOYMENT: 6 months

***NOTE:** All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship;*

Applicants must indicate the name of position for which they are applying for at the top of CV. Otherwise the application will not be considered.

IMPORTANT NOTICE:

**This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;**

MAJOR DUTIES AND RESPONSIBILITIES:

- The primary duties of this position will be clerical and administrative, involving Financial Management processes and functions. The incumbent will gain general office and Financial Management experience through assisting section staff with following duties.
- (a) Budgeting and Accounting unit duties: maintaining documentation and controlling filing systems, entering data into Accounts Receivable database, creating Vendor codes and entering payee banking information into the financial database, preparing, distributing and monitoring bills of collection. This position may also assist with larger budgeting and/or accounting projects as and when available.
- (b) Vouchering unit duties: preparation of spreadsheets for utility and telephone payments, and reports; copying, scanning, and filing of financial documentation; assisting in outsourcing vouchers to Post Support Unit by using Ariba application for matching vendor invoices with pertinent purchase orders and receiving reports; collecting signatures of approving officials on vendor invoices; communicating to vendors and customers, if needed.

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including Financial, Accounting, Economic or Business Administration field;
- Knowledge of English - level III (good); Knowledge of Georgian - level IV (Fluent);
- Good working knowledge of MS Office Suite, advanced knowledge of MS Excel;
- In addition to these qualifications strong numerical and communication skills are required.

HOW TO APPLY

Interested applicants for this position must mail the following documentation to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Written permission on internship from university/graduate school (preferable in English);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English).

All documents **MUST** be e-mailed to **HROTbilisi@State.gov**.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office